

DISCLAIMER: These Standard Operating Procedures (SOP's) are for the exclusive use of Navy Public Works Center (PWC) Norfolk. They are promulgated as guidance for their NAVFAC Commands. If intended to be used by other activities, they must be tailored to each activity's particular requirements and must be reviewed/approved by the activity's safety professionals prior to use.

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Standard Operating Procedures  
Confined Space Entry - Motor Rooms

**PPE Required:**

- Back brace (if in the back brace program)
- Safety shoes
- Hard hat
- Leather gloves
- Safety goggles

**Equipment Required:**

- Gas-free meter
- Blower with extension hose
- Explosion-proof lighting

**References:**

1. PWC Occupational Safety and Health Program Manual, PWCNORVAINST 5100.33E
2. PWC Occupational Safety and Health Standard Operating Procedures For Confined Space Entry Program, Safety Office SOP No. 001

**Procedures:**

1. Prior to entering the motor room, verify the ventilation system is operating. This can be accomplished from outside the station, by verifying the green indicator light is on and the red warning light is not on. If verification reveals the ventilation system is operating, gas-free procedures are not required. But, If the green light is not on and/or the red light is on, the gas-free procedures must be followed prior to entering the station.

2. Unlock the door to the motor room.

NOTE: The gas-free part of this procedure may only be performed by a certified confined space person (CSP.)

3. Break plane of entry with gas-free meter only.
4. Test atmosphere until meter registers results.

5. Examine meter results and determine if the space is safe for entry.
  6. If space is safe for entry, CSP enters space and looks for hazards associated with motor rooms.
  7. CSP briefs the Entry Supervisor and acquires signature on the permit.
  8. CSP writes-up gas-free permit (yellow) or rejection ticket (pink).
  9. Post this ticket immediately adjacent to the point of entry.
  10. If a space is safe for entry, CSP then determines if continuous monitoring is necessary. If it is determined that continuous monitoring is not necessary. Cut off the meter and conclude testing. If continuous monitoring is necessary, the CSP must remain on-site at all times, or he may assign a qualified technician to monitor the space in his absence.
  11. If a space is determined to be unsafe for entry after initial testing, a pink rejection ticket will be posted and additional ventilation will be required. A blower exhaust fan may be used to provide the necessary air exchanges.
  12. After additional ventilation is provided, CSP re-tests the space. Repeat steps 3 through 11 as necessary.
  13. Once testing indicates the space is safe for entry, the performing work center will proceed with required work in the motor room.
- NOTE: The Entry Supervisor is responsible for ensuring all safety procedures are followed by the performing work center.
14. After work in the motor room is complete, return jobsite to the normal state and discontinue monitoring, if applicable.
  15. Ensure the motor room door is locked prior to leaving the station.